

A Quick Guide to Registering Students

REGISTERING STUDENTS

- Except for any new transfer students, your advisees will have chosen subjects during pre-registration, and a registration form populated by these subjects is created on the [registration website](#).
- In meeting with your advisees to discuss their pre-registered subject choices, look at the electronic registration form together and make any changes agreed upon in your discussion. Once the list of subjects is set, approve your advisee's course selection by clicking "save and approve registration."
- Your advisee will receive an email asking him or her to review and update contact information, agree to the terms of registration, and then submit the digital form to the Registrar. **Please remind them in your advising conversation that their registration is not complete until they take this final step to submit it.**
- Friday, September 9 is the last day for students to complete registration for fall 2022 without incurring late fees. If you have advisees who have not met with you to register by this date, please let Academic Administrator [Cathy Modica](#) know about this.

REGISTRATION HOLDS

- If the student has a financial or other hold on registration, a note will appear in the area for messages on the student's registration form. **You may approve a student's subject selection even if they are on registration hold.** Once the hold is cleared, the student may then submit the registration.

CHANGES TO SUBJECTS AFTER REGISTRATION

- After a student's registration has been submitted, all changes are made via the [Add/Drop/Change Form](#). This process uses the same three steps as registration:
 - 1) student requests change;
 - 2) advisor approves change;
 - 3) student submits approved change.
- Add/drop deadlines for this term are:
 - **add date: Friday, October 7**
 - **drop date: Wednesday, November 23**
- After October 7, a late fee of \$50.00 is imposed for adding subjects, and \$100 for late registration.